



MEMORANDUM

Date: January 29, 2007

To: State Driver Accident Report Coordinator

From: **Department of General Services**
Office of Risk & Insurance Management
707 Third Street, First Floor
West Sacramento, Ca 95605

Subject: **Request for State Miles Driven**

Attached is the Request for State Miles Driven for the calendar year 2006 to be completed by your department in accordance to Sam Section 2580.2.

The information will also be used in determining the Departmental award(s) for reducing motor vehicle accident rates. The award(s) will be presented at the annual Governor's Employee Safety Awards ceremony to be held on August 24, 2007.

If your department did not submit the States Miles Driven report for the prior four calendar years please include a copy of each year not previously submitted with the 2006 report.

Please return the attached information to Isabel Cortez, Health & Safety Program Coordinator by **February 28, 2007**. The Request for State Miles Driven is also available on our internet site at www.orim.dgs.ca.gov. You may contact Isabel Cortez at (916) 376-5308 or isabel.cortez@dgs.ca.gov for assistance.

Kimberly Hunt, Chief
Office of Risk and Insurance Management

KH: ic

Attachment